

CHAPTER 4 TRACS Operating Tips

Chapter 4 contains practical information on resolving common errors. The following topics are included in this section:

1. How to decide what transaction to submit for a change in Unit.
2. How to correct a Move-Out.
3. How to re-establish a Tenant Certification following a Move-Out.

4.1 How to decide what transaction to submit for a change in Unit.

Possible Transactions to Change a Unit Association	Has the Project Number for the affected Household changed?	Has the Contract Number for the affected Household changed?	Has the actual Unit Number for the affected Household changed?	Has the Household member count or the Total Tenant Payment (TTP) or Housing Assistance Payment (HAP) changed for the household?	Notes
MAT70 (Unit Transfer transaction)	No	No	Yes	Household Member Count, TTP, and HAP are all the same.	Submit a Unit Transfer for the household to transfer to the new unit. There are no other changes affecting Household.
MAT10 (Move-In transaction with Unit Transfer Code field = 'Y', and the previous unit number field populated with appropriate value.)	No	No	Yes	Any of Household Member Count, TTP, or HAP are different.	A unit transfer of this type may be submitted when the tenant is transferring to another unit at the same time that an Annual Recertification is due. Submit a MAT 10 to update Household information and ensure Unit Transfer Code = 'Y' and previous unit number field has appropriate value.
MAT40 and MAT10 (Move-Out transaction followed by a Move-In transaction.)	No	Yes	Yes	Household Count is same, TTP and HAP are different.	Household is transferring to another unit in a different contract within the same project. Submit a move-out to move tenant out of existing unit. Submit a MAT10 in a subsequent transmission to establish tenant in new unit of new contract.
MAT65 and MAT10 (Termination transaction followed by an Initial Certification transaction.)	No	Yes	No	Household Count is same, TTP and HAP are different.	In this scenario, a contract has expired or merged with another contract. Submit a MAT 65 transaction to terminate the assistance under the existing contract. Subsequently, submit a MAT10 Initial Certification including updated TTP and HAP values to establish tenant in new unit and contract.
MAT40 and MAT10 (Move-Out transaction followed by a Move-In transaction.)	Yes	Yes	Yes	Household count is same, TTP and HAP are different.	In this scenario, a tenant is moving out of an existing unit and contract to a new unit in a different project and contract. Submit the Move-out transaction to move tenant out of existing unit/contract. Submit a Move-In transaction with updated values to establish tenant in new unit.

4.2 How to correct a Move-Out.

Once a Move-Out (MAT40) transaction for a household has been processed, both 'Move-Out Date' and Move-Out Code' can be corrected by submitting a subsequent Move-Out (MAT40) transaction with new values for one or both of these fields.

A Headquarters (HQ) move-out can be corrected in the same manner. Often a user wishes to change the 'Move-Out Date' for an HQ Move-Out to replace the TRACS determined Move-Out Date with another value. Please note that in this scenario, the new Move-Out Date cannot be greater than the Headquarters (HQ) move-out date.

4.3 How to re-establish a Tenant Certification following a Move-out.

Should there be a need to re-establish a Tenant in TRACS after a Move-Out transaction has been successfully processed, there are two methods available:

- Submit a MAT10, Move-In transaction.
- Submit a MAT10, Initial Certification transaction.